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MEMORANDUM FOR: Chief, Plans and Policy Staff

20 November 1957

SUBJECT : Intelligence School Weekly Report #47
14 November through 20 November 1957

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I. SIGNIFICANT ITEMS: None

II. OTHER ACTIVITIES

A. OTR Orientation Officer

Document No. 20
No Change in Class ☐
☐ ☐ 13 8 6
Class: ()
Auth: 3-10-78
Date: By: 35

(3) On 13 November a presentation on "The Intelligence Community and the NSC Today" was given to the members of the Forty-third Class at the Strategic Intelligence School.

(5) On 18 November the CIA Introduction was conducted for ☐ persons.

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(6) On 19 November a conference was held at the FSI with Mr. Edward Rivinus, Course Chairman of the Mid-Career Course on Foreign Affairs, relative to CIA's forthcoming participation in this course in December. As a result, a two-day program consisting of lectures and seminars has been tentatively developed. This program will be checked out with D/TR and fixed up within the next few days.

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B. Intelligence Orientation

(1) At the suggestion of ☐ Office of Communications, met with ☐

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[] of the IO Faculty to plan a lecture on Commo activities in the IOC and an exhibit in the Support show. [] indicated that the Director of Communications is interested in having his Office participate actively in the program. O/C intends to work up a lecture for possible inclusion in the January course and to lay specific plans for an exhibit sometime after January.

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(2) The schedule for IO #16 has been completed and published. [] students have been enrolled in the course to date. The final enrollment will probably be considerably higher.

(3) Appropriate DD/I offices have been notified of the Intelligence Products Exhibit to be held Thursday, 5 December, which is open to selected IAC personnel. Names of visitors are to be submitted to OTR by 22 November.

(4) Instructors are in the process of revising and bringing up to date lesson plans and texts for all lectures given by members of the Orientation faculty.

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(5) To supplement the joint IS-A&E study of the final examination, [] have made an analysis of grades for the past six courses to ascertain the percentage of Excellent, Satisfactory, and Unsatisfactory ratings. Another review session with [] on A&E's findings was held on 19 November.

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C. Management Training

(1) On 15 November Basic Supervision #35 was completed. This course for senior analysts and technicians ran for 56 hours instead of the usual 40. [] students completed the entire course; one gentleman left at the end of the second week because he had previously been enrolled in another course for the period.

(2) Basic Management #39 (GS 11-13) will start on 2 December. Mr. Lyman Kirkpatrick has agreed to address this class during its first session on the subject "Problems of Top Management in CIA." The staff, in preparation for this course, is rewriting some of the cases and placing them into an Agency context.

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D. Operations Support

(1) Administrative Procedures #75 started on 18 November with a first week's enrollment of []. Several of the overt subjects were deleted from the Administrative Procedures schedule for the current running as the registration has previously consisted primarily of administrative personnel of the DD/P. For the first time in the course there are [] clericals from Personnel and one FBID student slated for overseas.

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largest enrollment
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(2) Production of the Logistics film "The Other Hat" was started on 12 November, as scheduled. [] was present on the 12th and 13th to lend technical guidance.

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(3) The Supply Handbook for Field Case Officers has been requested by NEA and WE Divisions for field distribution.

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(4) While at [] reviewed briefly with the logistical officer, [] the financial property accounting procedures in effect there. It is anticipated that he will return at a later date for a more thorough familiarization.

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(5) [] has revised the "Personnel Support" lecture given in Intelligence Orientation to stress the Agency's Career Program, including CIA's Career Council and the Career Services. The material is presently being reviewed by [] Executive Officer, Office of Personnel.

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(6) The informal survey of training needs in the Office of Personnel is progressing. [] has interviewed three Office of Personnel Division chiefs and has prepared reports on two divisions. The Chief, Military Personnel Division made several suggestions relative to the internal training and orientation program now underway in the Office of Personnel. [] Office of Personnel Training Officer, and [] have jointly evaluated the suggestions.

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(7) Two staff members visited OTR training activities. Miss [] attended a lecture on "The Informer" at the Treasury Officers Training School. This is one of four lectures she will be attending at this school during November and December. The other three lectures are on "Shadowing," "Interviewing and Interrogating," and "Undercover Work." On 13 November [] attended the Cost Accounting Class being conducted by the Comptroller's Office, at which she led a two-hour discussion on current [] Finance Reporting.

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(8) [] of EE, who has very relevant experience, reviewed [] Name Check Lecture and made suggestions based on his experience.

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(9) [] gave a sixty-minute lecture on the subject of operational logistics support in the Operations Course at [] on 13 November.

E. Intelligence Production

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(2) During the past week [] retested students who completed Reading Techniques #37 on 13 September 1957. They showed good retention of skill gains.

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F. Clerical Training

(1) During the week of 11 November there were [] people in Clerical Induction Training. Of these, [] were entering class for the first time. During the same period, there were [] people in Clerical Orientation.

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(2) The results of the official Agency tests administered by Clerical Induction to entrance-on-duty employees for the week of 11 November were as follows: of [] people tested in shorthand, [] qualified; of [] tested in typewriting, [] qualified.

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(3) Clerical Refresher Training Program #74 started on Monday, 18 November, with [] students enrolled. There are [] from DD/P, [] from DD/I, and [] from DD/S.

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(4) Because of the Agency freeze in filling job vacancies, the IAS of the Office of Personnel is holding a large number of clerical employees who have been in training, both Induction and Orientation, but for whom assignments are not currently available. Pending the lifting of the freeze, IAS has asked Clerical Induction to keep in shorthand and/or typewriting classes for a longer period the other fully cleared but unqualified people. Under the present circumstances, these cleared people, if sent through Orientation, would have to remain in IAS indefinitely waiting for Agency assignment. CIT has agreed to keep the unqualified typists and stenographers on this basis, with the understanding that there be a weekly review of the workload of the instructors. At the present time the number of employees entering on duty with the Agency has been very much reduced. One reason for this lessening in numbers is that the policy now in effect in Personnel is to bring in only cleared clerical personnel. As a result, many and large skills classes in CIT are no longer necessary for the new people. Therefore, it is possible to give this time to the people who would be unassigned after Orientation and whose morale would be affected by a prolonged stay in IAS without further opportunity to meet Agency skills standards.

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III. PERSONNEL NOTES

A. [] returned 18 November from emergency leave necessitated by the death of his father.

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B. [] was on leave 18-19 November

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C. [] continues on military leave until
26 November.

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D. [] has completed Basic Supervision #35.

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E. [] returned from two weeks' annual leave on
18 November.

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Chief, Intelligence School

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